



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1130.3C

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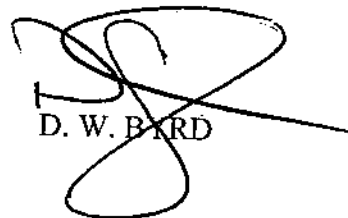
18 Dec 15

NAVCRUITDIST NEW YORK INSTRUCTION 1130.3C

Subj: NAVY RECRUITING DISTRICT (NRD) NEW YORK BASIC ENLISTMENT
ELIGIBILITY REQUIREMENT (BEERs)

Ref: (a) COMNAVCRUITCOMINST 1130.8J, Vol II & IV

1. Purpose. To establish NRD New York's policy and procedures for document certification in accordance with guidelines set forth in reference (a).
2. Cancellation. NAVCRUITDISTNYINST 1130.3B CH-1
3. Discussion. The Armed Services are authorized to copy documents in determining the enlistment eligibility of an applicant to include documents that state "It is unlawful to reproduce" or "copying is not authorized".
4. Action. Navy Recruiting Station personnel will obtain the original BEERs documents in accordance with reference (a) to include: birth verifications; social security number verifications; diplomas; degrees; custody documents; miscellaneous supporting documents; from the applicant and provide originals to the Leading Petty Officer (LPO) for visual sighting and certification.
 - a. Upon visual certification, the LPO will make copies, then stamp copies "Original document sighted and reproduced for military records and reference purposes only" followed by their typed or printed name and signature in a conspicuous location on the document.
 - b. Only original High School and College transcripts will be used by the Education Services Specialist (ESS), Headquarters (HQ) and Navy Recruiting Processing Station (NRPS) personnel as delineated in reference (a).
 - c. The LPO will place the originals or certified copies in the enlistment kit for review by the NRPS. Original documents not required to be in the kit per reference (a) will be immediately returned to the applicant.


D. W. BYRD